



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER:

CRIMINAL Auxiliary COURT (045-001)

DATE: July 7, 2013

CURRENT POSITION TITLE:

Liason

CURRENT SLOT. #: 0004

REQUESTED POSITION TITLE:

(For new positions or reclassifications) Assistant^{Court} Co ordinator

REQUEST FOR:

New Position

Temporary Position

Position Reclassification* *dm*

Other Title Change *dm*

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

dm 30,744.00 *dm* 30,744.00

Salary Amount: \$

29,849.00
Current Budgeted Salary

29,849.00
Proposed Budgeted Salary

- 0 -
Net Change

Position to be funded from one of the following:

Current Department Budget

Annual Budget Cycle

Will Require Additional Funds

Other _____

POSITION Type:

Full Time Employee
Object 113



Part Time Employee
Object 114



Full Time Temporary
Object 121



Part Time Temporary
Object 122



Enter hourly rate for temp. positions

\$

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

Exempt



FLSA:

Exempt



Non-Exempt



Non-Exempt



N/A



JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Liason WAS a term used by the
JAG Grant for funding purposes.
This position is no longer under
Grant funding.

NEW POSITION: Brief job description and attach a copy of the new job description.

sdfsdf

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.


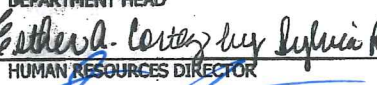

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

Title Change only, MR

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Previously submitted - OK with this PAR form
Kelli Poljan 2/04/2016

- | | | | | | |
|----|---|-------------|-----------------------------------|---|-----------------------------|
| 1. |  | Jul 7, 2014 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  | 07-08-14 | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  | 2/12/2016 | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

HIDALGO COUNTY DISTRICT COURTS

ASSISTANT COURT COORDINATOR

GENERAL DESCRIPTION

Under general direction of County Court Judge and Court Coordinator in performing duties such as answering telephone, preparing and maintaining the department budget, ordering supplies and preparing purchase requisitions, and preparing time sheets for each employee within the department.

EXAMPLES OF WORK PERFORMED

Primary employee to answer telephone calls and assist individuals and/or redirect call to appropriate department, if necessary

Clerical work, (i.e., answering telephone, taking messages, assisting the general public with any questions, scheduling meetings, in-office filing, etc.)

May assist Court Coordinator in scheduling court hearings

May assist Court Coordinator in making daily docket entries (from court hearings) on court file

May assist with the use of the respective jury room

May answer a variety of questions from the public, via telephone and/or in person. Assists the public directly when possible and refers them to another office if appropriate;

May prepare, maintains and administers the department budget

May order necessary equipment and supplies for the department, including preparing purchase requisitions

May maintain and prepares time sheets

May maintain inventory of equipment and supplies in department

May maintain filing within the department

Knowledge of automated court system

May act as back-up for Bailiff in obtaining files for daily docket

Regular attendance

Get along with co-workers

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

One (1) year administration experience in the legal system

Must have good computer skills

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Knowledge, Skills, and Abilities

Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is required to sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations